

**Virginia Board of Bar Examiners**

**Application for Examination**

**COVER PAGE**

**SAMPLE**

**VIRGINIA BOARD OF BAR EXAMINERS**

**Office of the Secretary  
2201 West Broad Street  
Suite 101  
Richmond, Virginia 23220-2022  
804-367-0412**

**APPLICATION FOR EXAMINATION AND  
FOR LICENSE TO PRACTICE LAW**

NST – YES

Processor:

OFFICE USE ONLY  
Version 2.0

I, the applicant named below, hereby apply to the Virginia Board of Bar Examiners for permission to sit for the **July 2014** Virginia Bar Examination and for a license to practice law in the Commonwealth of Virginia in conformity with the Rules of the Board and the laws of the Commonwealth of Virginia.

**Section 1 - Personal Information**

**1.1 Full legal\* name**

**Ms. Jane Smith Doe**  
Title First Name Middle Name Last Name Suffix

\*If you are admitted to practice law, you must be licensed in your **FULL LEGAL NAME**. This must be your **FULL LEGAL NAME** as it appears on your birth certificate or name change order. Initials are not acceptable unless initials are part of your full legal name. A photo ID bearing your **FULL LEGAL NAME**, as it appears on your application, will be required for admittance to the Virginia Bar Examination.

**1.2 Provide your current mailing address, email address, daytime telephone number, and date of birth.**

Street **123 Happy Street**  
Apt **Apt. 15**  
City **Richmond** State **VA** ZIP **23220**  
Daytime phone **(888) 849-3928** County **Henrico**  
Email address **janesdoe@gmail.com** Date of Birth **January 1, 1985**

**Any change in mailing address, telephone number or email address must be reported immediately to the Secretary of the Board of Bar Examiners.**

**1.3 Social Security Number 999-99-9999**

or Virginia Department of Motor Vehicles Control Number:

Disclosure of your Social Security Number or Virginia Dept. of Motor Vehicles control number is required by §54.1-116 of the Code of Virginia and assists in expediting the character review process.

If you requested your MPRE scores be sent to Virginia, your Social Security number is the only means used to match the MPRE score to your application.

**1.4 NCBE Number – required for ALL applicants. N12345678**

The NCBE Number is 8 digits preceded by the letter N (e.g., N10002416). This NCBE number will be required on all MBE test forms at the exam. This number will be printed on your VBBE issued Photo ID - you do NOT have to memorize it.

**YES 1.5 Are you currently employed?**

Employer **Jones, Jones & Jones**  
Street **123 Main Street**  
City **Richmond** State **VA** ZIP **23220**  
Phone Number **(804) 555-1212** Fax Number **(804) 555-1213**  
Position **Associate** Supervisor or Department **Mr. Jones**

## Section 2 – Non-Standard Testing

- YES 2.1** Do you require non-standard testing conditions to enable you to sit for the examination?  
**(A)** I **will enclose** the required petition for non-standard testing and all other required documentation.

## Section 3 – Educational Information and Requirements

- 3.1** I comply with the academic requirements listed in Section II of the Rules of the Virginia Board of Bar Examiners as follows:

**I have received my juris doctor degree from an ABA approved law school**

- 3.2** Law School: **Brooklyn Law School**  
 Graduation Date: **January 15, 2011**  
 School Code: **6**

- NO (A)** I enclose a Certificate of Graduation from such law school.

If no, please explain:

**My Law School will send it to the Board**

## Section 4 – Prior Applications

- YES 4.1** Are you currently or have you ever been admitted to practice law in any jurisdiction (i.e., any state or territory of the United States, or the District of Columbia)?

List ALL jurisdictions where you are currently or have ever been admitted to practice law and provide your current admission status for each jurisdiction.

Jurisdiction	Admission Status	Enclosed CGS
<b>New York</b>	<b>Active</b>	<b>YES</b>
<b>Massachusetts</b>	<b>Inactive</b>	<b>NO</b>

Explanation for NOT enclosing CGS:

**I have requested, but not received, my good standing certificate. I will submit it once received.**

- YES 4.2** Are you pending admission in any jurisdiction (other than Virginia)?

List ALL jurisdictions (other than Virginia) where your application or admission status is currently pending. Provide the application type and the reason for your pending status.

Jurisdiction	Application Type	Reason admission is pending
<b>New Jersey</b>	<b>Exam</b>	<b>I am sitting concurrently in New Jersey. I submitted my application for the July 2014 bar exam.</b>

- YES 4.3** I have made or intend to make a contemporaneous application to take the **July 2014** bar examination in another jurisdiction and I wish to transfer my Multistate Bar Examination (MBE) score achieved in Virginia to a concurrent jurisdiction prior to the release of the results of the Virginia Bar Examination.

Jurisdiction: **New Jersey**

**YES** I enclose a Concurrent Transfer Form and Fee (DO NOT Combine this fee with your bar application fees. A separate \$50 certified check or money order required.)

## Section 5 – Additional Application Requirements

**5.1** In accordance with the Rules of the Board, I provide the Multistate Professional Responsibility Examination information as follows:

Status: **Will Be Taking**

Date: **April 2013**

Provide Score Report: **I will request my MPRE Score from the National Conference of Bar Examiners.**

- YES 5.2** I will enclose one set of fingerprints, making certain that ALL personal history data (including date of birth) has been completely filled in on the card.
- YES 5.3** In accordance with Section III of the Rules of the Board, I will enclose my fully completed Character & Fitness Questionnaire.
- YES 5.4** I will enclose my completed "Applicant Photo ID" page, in accordance with the requirements listed on such page (last page of application form).
- YES 5.5** I enclose the required Application Fee in accordance with the current fee schedule. Such fee is payable to the Virginia Board of Bar Examiners by certified check, cashier's check, or money order ONLY - NO PERSONAL OR COMPANY CHECKS ACCEPTED

## Section 6 – Acknowledgements

- YES 6.1** I understand that if all questions contained in this application are not answered fully and completely on its initial submission, the application may be considered as not timely filed.
- YES 6.2** I acknowledge that this is a continuing application process and if any answer on this application changes prior to my admission to the bar, I am required to so notify the Board in writing.
- 6.3** The filing deadline for the **FEBRUARY EXAMINATION** is on or before **THE PRECEDING 15TH OF DECEMBER**; and the filing deadline for the **JULY EXAMINATION** is on or before **THE PRECEDING 10TH OF MAY**, and
- YES (A)** I understand that if my application is not actually received in the Secretary's office by the filing deadline, it may be deemed to be timely filed only if it has been transmitted expense prepaid to the Office of the Secretary of the Board by Priority, Express, Registered or Certified mail via the United States Postal Service, or by a third party commercial carrier for Next-Day Delivery AND the official receipt therefor issued by the United States Postal Service or by such third party commercial carrier, which shall be exhibited on demand of the Secretary, shows such transmission or mailing to the Secretary's office on or before the prescribed deadline.
- YES (B)** I understand that Priority, Express, Registered or Certified mail via the United States Postal Service or Next-Day Delivery by a third party commercial carrier are the **ONLY** methods of transmission or mailing authorized by the statute. Thus, an application sent by any other form of mail, such as First Class mail, **CANNOT** be accepted if it is received after the filing deadline, even if it is postmarked before.
- YES (C)** I further understand that no part of the application form or required attachments may be transmitted by a facsimile machine.

- YES 6.4** I acknowledge that I will be allowed to take the Virginia Essay portion of the bar exam on my laptop ONLY if I timely and properly register for the Laptop Program. Laptop registration begins the second Wednesday of January for the February exam and the second Wednesday of June for the July exam. The initial registration period extends for 10 days. Late registration, with increased fee, extends until the last day of the month such registration began. If I do not register in the time period allowed, I will be required to handwrite the bar exam.
- YES 6.5** I acknowledge that the Board posts the most current pertinent information regarding the upcoming bar exam on its website and that I should check the website regularly to ensure I have up-to-date and accurate information.

## Section 7 – Authorizations and Agreements

- 7.1** By filing this application, I hereby:
- (A)** Authorize and request every person, firm, corporation, association, and agency having control of any documents, records, or other writing, or having other information pertaining to me, to furnish to the Board any such writings and information the Board believes will relate to my moral character and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records, and other writings.
  - (B)** Agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the Board, its members, agents, or other representatives, to any judicial, executive, or legislative official, or to any investigatory or regulatory body or agency, when the Board considers such release to be reasonably needed by such official, body, or agency in response to its inquiry relating to my moral character and/or fitness to engage in the practice of law.
  - (C)** Agree that the foregoing shall remain in effect for any future application that I may make to the Board.

\_\_\_\_\_  
Signature of Applicant

Commonwealth/State/District of \_\_\_\_\_  
County/City of \_\_\_\_\_

I, a Notary Public of such County/City, certify that on this day personally appeared before me

**Jane Smith Doe**  
\_\_\_\_\_

who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

My commission expires on \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Registration Number (if applicable) \_\_\_\_\_

NOTARY SEAL (must be affixed)

**Applicant Photo ID****Passport-style photos description**

2x2 inches in size.

Identical, showing current appearance taken within the preceding twelve (12) months.

Head & shoulders, full face, front view in normal street attire.

Do not wear a hat or headgear unless worn daily for religious or medical reasons.

Do not wear dark glasses unless required for medical reasons.

Snapshots are not acceptable.

Photos must be actual photos, not printed on plain paper.

**Attaching photos to application**

Be sure that your identical photos are 2x2 inches

Glue your photos exactly within the 2x2 inch square outlined below

You MUST TYPE your Full Legal Name above each picture on BOTH Applicant IDs.

You MUST sign BOTH "Applicant Signature" lines below.

Applicant Signature \_\_\_\_\_

**Jane Smith Doe**

TYPE Full Name exactly as on application

↑ TO BE COMPLETED WITH APPLICATION ↑

↓ TO BE COMPLETED AT EXAM ONLY ↓

Applicant ID #: \_\_\_\_\_

Bar Exam Signature \_\_\_\_\_

↑ TO BE COMPLETED AT EXAM ONLY ↑

**Virginia Bar  
Examination****APPLICANT**

**July 2014**

This photo ID must be  
returned at the conclusion of  
the exam.

Attach identical photos  
over this outlined square

**DO NOT STAPLE**

Applicant Signature \_\_\_\_\_

**Jane Smith Doe**

TYPE Full Name exactly as on application

↑ TO BE COMPLETED WITH APPLICATION ↑

↓ TO BE COMPLETED AT EXAM ONLY ↓

Applicant ID #: \_\_\_\_\_

Bar Exam Signature \_\_\_\_\_

↑ TO BE COMPLETED AT EXAM ONLY ↑

**Virginia Bar  
Examination****APPLICANT**

**July 2014**

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